



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

DEPARTMENT OF REVENUE

1025 Union Avenue SE ♦ PO Box 47463 - Olympia, WA 98504-7463
(360) 570-6181 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

POSITION: **TAX INFORMATION & EDUCATION MANAGER, TAXPAYER SERVICES**

LOCATION: There is one opening in Lacey, WA.

SALARY: \$56,748 - \$69,348 annually D.O.Q. (WMS Band 2)

WHO MAY APPLY: This recruitment is open to all interested candidates.

AGENCY PROFILE: The Washington State Department of Revenue's mission is to fairly and efficiently collect revenues and administer programs to fund public services, advocate sound tax policy, and continuously improve the quality of service.

The Department employs approximately 1,000 people in classifications ranging from property tax appraisers, revenue agents and revenue auditors, to foresters, computer systems analysts and excise tax examiners. The headquarters of the organization is located in Olympia, Washington. There are also 13 field offices geographically located throughout the state. The Department also employs several auditors in out-of-state locations.

SCOPE: Develop, implement, and manage taxpayer education programs for the Taxpayer Services Division. Duties include analyzing the needs for public education, developing and implementing communication strategies, and measuring the effectiveness of these programs on statewide policy issues. Provide expert tax counsel and advice to professional employees within the Division on sales and excise taxes with respect to state and industry wide issues. This position is also responsible for the development of targeted education programs to fulfill revenue commitments to the legislature.

DESIRABLE QUALIFICATIONS: Desirable candidates will possess a college degree as well as in-depth knowledge and strong technical command over all excise tax areas. In addition, desirable candidates will be able to demonstrate strong managerial and interpersonal skills and the ability to develop and work with teams. They should have the ability to work well with a variety of people, have good leadership and motivation skills and be capable of learning and open to new technological challenges.

KNOWLEDGE AND

DOR TI&E Manager
WMS Recruitment Announcement

Opens: April 9, 2003
Closes: April 30, 2003

SKILLS:

The position requires knowledge of Washington Revenue Act of 1935, as amended, WAC regulations, policies, determinations, Department opinions, tax laws applied in letter rulings, program management, program development/planning, budget management, and public administration.

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Skills required are the ability to determine needs for public information and education; work effectively with external taxpayers, tax professionals, industry groups, and business associations; and must possess presentation skills. Must also have the ability to manage and direct staff; make difficult decisions from a broad range of options; use innovative thinking; write clearly and concisely; and work effectively with others in a team environment.

CONDITIONS OF

EMPLOYMENT:

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. This position does not require the use of specialized equipment and there are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment.

INTERESTED APPLICANTS

SHOULD SUBMIT:

A letter of interest addressing how you meet the desired qualifications and how you learned about this opportunity, a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers; one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

We request that you complete and return the attached Profile Data Sheet. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the bulletin to the following address:

Washington State Department of Revenue
Office of Human Resources
ATTN: Eric Magbaleta
P.O. Box 47463
Olympia, Washington 98504-7463
E-mail: ericm@dor.wa.gov

For more information about the Washington State Department of Revenue or other career opportunities, please visit our web site at <http://dor.wa.gov>.

THE WASHINGTON STATE DEPARTMENT OF REVENUE IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, RACIAL AND ETHNIC MINORITIES, PERSONS OF DISABILITY, PERSONS OVER 40 YEARS OF AGE, AND DISABLED AND VIETNAM ERA VETERANS ARE ENCOURAGED TO APPLY. PERSONS OF DISABILITY NEEDING ASSISTANCE IN THE APPLICATION/TESTING PROCESS, OR THOSE NEEDING THIS JOB ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CALL SANDY DAVIS AT (360) 570-6175, TDD/TTY (360) 664-0580.

**State of Washington
Department of Revenue
APPLICANT PROFILE DATA FORM**

**DOR TI&E Manager
WMS Recruitment Announcement**

**Opens: April 9, 2003
Closes: April 30, 2003**

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name: _____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

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|--------------------------------|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Aleut | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Korean | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Indian | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Black | <input type="checkbox"/> Eskimo | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Latino(a) | <input type="checkbox"/> White |

☐ Other Race (specify indicate race or culture): _____

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

☐ Multi-Racial _____

(Affirmative Action Preference)

2. Are you: ☐ Male ☐ Female

3. Have you ever been on active duty in the U.S. Armed Services? ☐ Yes (if checked, see 3a and 3b) ☐ No

3a. Dates served: from: _____ to _____ 3b. Are you a disabled veteran? ☐ Yes (____ %) ☐ No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? ☐ Yes ☐ No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ☐ Yes ☐ No

Date of Birth: ____/____/____

AFFIRMATIVE ACTION DEFINITIONS

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

Last Modified: March 06, 2002 12:09 PM